



## study abroad italy + london

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Florence University of the Arts - Florence

Apicius International School of Hospitality - Florence

Squola Institute - Florence

Siena Italian Studies - Siena

John Cabot University - Rome

Italiaidea Institute - Rome

The Mediterranean Center for Arts and Sciences - Sicily

Domus Academy - Milan

Nuova Accademia di Belle Arti - Milan

*University of the Arts London:*

Central Saint Martins College of Art and Design

Chelsea College of Art and Design

Camberwell College of Art

Wimbledon College of Art

London College of Fashion

Application 2011 - 2012

# Procedure

## Requirements:

- 18 years of age
- Cumulative GPA of 3.0 for LCF, 2.75 for FUA, and 2.5 for all other schools
- Official Transcript
- 1 Letter of Academic Recommendation
- 1 Personal Statement
- Portfolio: *Required for London Programs Only (except LCF)*

## Application and Payments should be sent to:

SAI  
7160 Keating Ave.  
Sebastopol, CA 95472  
Phone: (800) 655.8965  
Fax: (707) 824.0198  
www.saiprograms.com

## APPLICATION DEADLINES (we accept applications on a space-available basis after the deadline)

Fall Semester: June 15th  
Spring Semester: November 1st  
Summer Sessions: Please see website, [www.saiprograms.com](http://www.saiprograms.com)

### STEP 1 (Applying)

Submit application with a non-refundable \$90 Application Fee and transcript. Semester students applying to the London program must also submit portfolio if required. Your transcript may be sent separately, in which case acceptance will be delayed until it is received. Online applications will not be processed until application fee is received. Domus Academy and NABA Master's applicants should contact the SAI California office for application, procedures and instructions.

### STEP 2 (Acceptance Deposit)

Notification of acceptance status will be sent to you by email within one week of receiving a complete application. Within 2 weeks of email acceptance a \$500 NON-REFUNDABLE confirmation deposit + \$300 security deposit + single room supplement fee (if applicable) must be paid to SAI in order to secure your enrollment. Acceptance letters will include instructions and program payment dates. If you have requested housing and not paid the single supplement you will automatically be placed in double-room housing.

### STEP 3\* (Payment 1)

Payment equal to 50% of the Total Program Cost must be paid by:

Fall Semester.....May 1  
Spring Semester.....October 1  
Summer.....90 days prior to check-in date

### STEP 4\* (Payment 2)

Balance of Program Cost Due:  
Fall Semester.....July 1  
Spring Semester.....December 1  
Summer.....60 days prior to check-in date

**AFFILIATED UNIVERSITIES:** Students from SAI affiliated schools should discuss their plans with their study abroad office in order to be clear about the payment procedure your school uses in its SAI affiliation. It is the student's responsibility to insure that credits will transfer. Students from affiliated universities MUST obtain approval from their study abroad office prior to submitting an application.

**STUDENT VISAS:** Student Visas are required for those students enrolled in any Italy program longer than 90 days. Instructions are given upon acceptance. For most US Italian Consulates SAI offers a Visa Processing Service for a fee of \$250. Visas are not required for US Citizens studying in London 6 months or less. All non US Citizens should contact the nearest Italian Consulate or British Embassy, following their directions for obtaining a Student Visa.

**AIRLINE TRAVEL:** SAI has arranged for students to receive the lowest possible student airfares through Waldorf Travel Service, which can be reached at [info@waldorftravel.com](mailto:info@waldorftravel.com) or 800.328.7266. Be sure to tell them you are an SAI student. We strongly recommend finalizing your airline arrangements at least 120 days prior to departure.

**HEALTH INSURANCE:** All students automatically receive HTH full coverage student health insurance while enrolled in their SAI program. Adult students over 49 years of age are charged a supplementary fee.

**PHYSICAL DISABILITIES:** SAI will do everything in its power to provide for students with physical disabilities, though it is important to note that Europe's infrastructure and ability to accommodate disabled individuals differs from that which is available in the US. Certain sites are better equipped to assist students with disabilities and we recommend speaking with our admissions staff for assistance. Please notify SAI during your application process of any and all disabilities.

**FINANCIAL AID:** Students using financial aid are required to pay Application Fee, Confirmation Deposit, Security Deposit and Single Room Supplement (if applicable). Written verification of financial aid award or loan approval must be sent to our office in order to delay the balance of program fee and before your application is considered complete. If your financial award is not sufficient to cover full Program Fee, the difference must be paid by the final payment date. Please direct all questions concerning financial aid to the SAI California office. **Financial aid students who do not submit all required documents by the following dates will be withdrawn: Fall 2011 = July 1st, Spring 2012 = November 15th, Summer 2012 = 60 days prior to check-in date.**

**PAYMENT:** Checks should be made payable to SAI. All payments, including wire transfers, should list the applicant's name. If you are enrolling for more than one term, a separate application fee must be paid for each term. Payment by credit card and e-check may be made on our website ([www.saiprograms.com](http://www.saiprograms.com)).

**HOUSING:** Students making their own housing arrangements will receive a reduction in the Program Cost. Contact the SAI office for exact amount of cost reduction.

## CANCELLATION POLICY:

Please see Waiver / Agreement page

Male  
 Female Legal Name \_\_\_\_\_  
First Middle Last

Date of Birth \_\_\_\_\_ City of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_  
mm/dd/yyyy

Citizenship \_\_\_\_\_ Passport # \_\_\_\_\_ Social Security # \_\_\_\_\_

Do you require a US transcript?  Yes  No  
 Italy Programs:  
 Level of Italian language:  Beginner  Intermediate  Advanced

Are you applying from an affiliate university?  Yes  No  
 SAI tshirt size?  
*Semester Students Only*  Women  Men  Small  Large

Current School \_\_\_\_\_ \*Study Abroad Advisor \_\_\_\_\_  
\*required if currently enrolled in a US university

Major \_\_\_\_\_ Minor \_\_\_\_\_

Year of study while abroad:  Gap Year  Freshman  Sophomore  Junior  Senior  Graduate

Will you be using financial aid to attend?  Yes  No How did you hear about our programs? \_\_\_\_\_

For which term(s) are you applying? 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
Term / Year Term / Year Term / Year

To which program are you enrolling? <input type="checkbox"/> Full Program <input type="checkbox"/> Basic Program	
<input type="checkbox"/> Florence University of the Arts (FUA) <input type="checkbox"/> Apicius International School of Hospitality (AISH: Free Elective) <input type="checkbox"/> Squola Institute <input type="checkbox"/> Siena Italian Studies (SIS) ( <i>Basic Program Only</i> ) <input type="checkbox"/> John Cabot University (JCU) <input type="checkbox"/> Italiaidea Insititute <input type="checkbox"/> The Mediterranean Center for Arts & Sciences (MCAS) <input type="checkbox"/> Domus Academy (DA) <input type="checkbox"/> Nuova Accademia di Belle Arti (NABA)	UNIVERSITY OF THE ARTS LONDON <input type="checkbox"/> Central Saint Martins College of Art & Design (CSM) <input type="checkbox"/> Chelsea College of Art & Design (CCAD) <input type="checkbox"/> Camberwell College of Art (CCA) <input type="checkbox"/> Wimbledon College of Art (WCA) <input type="checkbox"/> London College of Fashion (LCF)  <small>Note: Students wanting to apply for the AISH/FUA certificate programs will find the PDF application on our web-site, <a href="http://www.saiprograms.com">www.saiprograms.com</a></small>

Permanent Address: to which SAI will send all correspondence	
Street Address _____ Apt# _____ City _____ State _____ Zip Code _____ Country _____ Home Phone _____ Cell _____ Fax _____ E-mail _____ Alternate E-mail _____	

Emergency Contact Information: Required	
Name _____ Relationship _____ Street Address _____ Apt# _____ City _____ State _____ Zip Code _____ Country _____ Home Phone _____ Cell _____ Fax _____ E-mail _____ Alternate E-mail _____	

Secondary Emergency Contact Information: Required	
Name _____ Relationship _____ Home Phone _____ Cell _____	

# Registration

Name: \_\_\_\_\_ Term: \_\_\_\_\_

**FLORENCE:**  Florence University of the Arts  Apicius

Semester Free Elective (Italian language + electives; max. 15 credits)

Semester Program (6 credit Italian + 3 non-studio courses, FUA only)

Additional 3 credit Course

Short Academic Program term: \_\_\_\_\_ credits: \_\_\_\_\_

Summer Program in Photography, Writing & Publishing (FUA only)

Summer Session (3 weeks) term: \_\_\_\_\_ credits: \_\_\_\_\_

Summer Session (4 weeks) term: \_\_\_\_\_ credits: \_\_\_\_\_

Summer Session (6 weeks) term: \_\_\_\_\_ credits: \_\_\_\_\_

Summer Session (12 weeks) term: \_\_\_\_\_ credits: \_\_\_\_\_

**ROME:** John Cabot University

Semester Free Elective (max. 17 credits)

Summer Session (3/4 credits) term: \_\_\_\_\_

Summer Session (6/7 credits) term: \_\_\_\_\_

**FLORENCE:** Squola Institute

Semester Language Program (15 credits)

Summer Session (3 weeks) term: \_\_\_\_\_ credits: \_\_\_\_\_

Summer Session (6 weeks) term: \_\_\_\_\_ credits: \_\_\_\_\_

Summer Session (9 weeks) term: \_\_\_\_\_ credits: \_\_\_\_\_

**ROME:** Italiaidea Institute

Semester Program (15 credits)

Short Academic Program term: \_\_\_\_\_ credits: \_\_\_\_\_

Summer Session (3 credits) term: \_\_\_\_\_

Summer Session (6 credits) term: \_\_\_\_\_

**SICILY:** The Mediterranean Center for Arts and Sciences

Semester Free Elective (Italian language + electives; max. 16 credits)

Spring Quarter Program (16 credits)

Summer Session (6/7 credits) term: \_\_\_\_\_

**MILAN:**  Nuova Accademia di Belle Arti  Domus Academy

Semester Program: *NABA only* (15 credits)

Summer Session (3/9 credits) term: \_\_\_\_\_

**SIENA:** Siena Italian Studies

Semester Free Elective (max. 18 credits)

Summer Session (6/12 credits) term: \_\_\_\_\_

**LONDON:** University of the Arts London (All Schools)

Semester Program (15/17 credits) school: \_\_\_\_\_

Summer Session (3 credits) school: \_\_\_\_\_

You are not registered for your course selection until you receive confirmation from SAI. If you are applying for more than one term please register below for courses in the first term. SAI will contact you to select courses for the following term. Select courses using the class schedule posted on the program website. Please note: One Italian Language course is required for all semester program students at our Milan, Florence and Sicily programs. No program changes or class changes are permitted less than 4 weeks before a term. Students enrolling in a program with pre-set courses may write the Program Title only.

Course #	Course Title / Program Title	Days	Times	Sect. #	Credits
1					
2					
3					
4					
Alternate Courses: Required for Florence, Sicily & Rome Only					
1					
2					
3					
4					
Italian Language Course : Required for Florence, Sicily & Milan Semesters Only					
1					

## Academic Approval

- The academic credits I earn abroad will be transferred to my home university as pass/fail and will NOT be applied towards my GPA.
- The academic credits I earn abroad will be transferred to my home university as letter grades and WILL be applied towards my GPA.

***It is the student's responsibility to insure that credits will transfer. We encourage all students to have their Registration signed off by an Advisor. Students from affiliated universities must obtain approval from their study abroad office prior to submitting an application.***

Advisor's Signature (required if currently enrolled in a US university)

Title

School

# Housing Request

Male

Female  Name \_\_\_\_\_

First

Middle

Last

Date of Birth: \_\_\_\_\_ Passport # \_\_\_\_\_ Social Security # \_\_\_\_\_  
mm/dd/yyyy

For which term(s) are you applying?

- 1) \_\_\_\_\_  
Term / Year
- 2) \_\_\_\_\_  
Term / Year
- 3) \_\_\_\_\_  
Term / Year

To which program are you applying?  Full Program  Basic Program (Optional Housing)

To which school are you applying?

- |  |  |
|--|--|
| <input type="checkbox"/> Florence University of the Arts (FUA) | <input type="checkbox"/> Italiaidea Institute                        |
| <input type="checkbox"/> Apicius (AISH)                        | <input type="checkbox"/> The Mediterranean Center (MCAS)             |
| <input type="checkbox"/> Squola Institute                      | <input type="checkbox"/> Domus Academy (DA)                          |
| <input type="checkbox"/> Siena Italian Studies (SIS)           | <input type="checkbox"/> Nuova Accademia di Belle Arti (NABA)        |
| <input type="checkbox"/> John Cabot University (JCU)           | <input type="checkbox"/> University of the Arts London (All Schools) |

Yes, I'd like housing (make your selection from below).

No, I'll find my own (if no, skip to signature at bottom of page). Students making their own housing arrangements will receive a reduction of their Program Cost. Since this differs from school to school, contact the SAI office for exact amount of reduction.

Select one of the shared student apartment options below (plus a second choice in case the first is not available). NOTE: If you are requesting a single room, payment of the supplementary fee must be received with your first Program Cost payment, or you will be placed in a Double Occupancy Room.

First Choice:  Single Occupancy Room (One person per room) (n/a in Milan)  Double Occupancy Room (Two persons per room)  Host Family (not available at all sites)

Second Choice:  Single Occupancy Room (One person per room)  Double Occupancy Room (Two persons per room)  Host Family (not available at all sites)  
 I will find my own housing

Preferences:  I would like to live in a Health, Wellness, & Sustainable Living Community (please see website for details/requirements)  
 I am committed to an alcohol/drug-free lifestyle and I want to room with someone who shares this commitment.  
 Smoking  Non-Smoking  No Preference  
 I tend to be tidy  I tend to be untidy  No Preference  
 I go to bed early  I go to bed late  No Preference

Are there people you would like to live with?

Roommate: \_\_\_\_\_

Apartment mates: \_\_\_\_\_

NOTE: In order to process a valid shared housing request, each student must include the other(s) on their housing request form. SAI will attempt to satisfy student requests, however, we cannot guarantee that all preferences can be met.

Please list any physical disabilities that require special needs: \_\_\_\_\_

Housing will not be assigned until the confirmation deposit and security deposit are received. **Housing assignments are made on a first-come, first-served basis, determined by the date deposit is received.** Please Note: Single rooms are limited in availability and cannot be guaranteed. There is a supplementary fee, in addition to the Program Cost, for single rooms (see back page for costs). If you are requesting a single room, payment of the supplementary fee must be received with your first Program Cost payment, or you will be placed in a double occupancy room.

SAI student apartments are assigned as single gender housing, (all male or all female). Students seeking male/female shared housing options should contact the SAI office for more information.

Program Cost includes utilities up to \$75 (USD) per person, per month. Excessive use may warrant additional charges. Housing assignments are subject to cancellation if full payment of Program Cost is not made by the due date. Full payment of Program Cost is due prior to receiving your housing assignment. SAI will mail one billing statement to your permanent mailing address which will include all due dates.

Assigned housing may not be available to students applying less than 30 days before the start of a term. Those students will be referred to our partner in order to make arrangements for private housing.

**Private Arrangements:** You are welcome to make your own private apartment arrangements directly with our rental partners. Please contact the SAI office for more information.

**NOTE: Upon check-out, an inspection of student apartments is conducted. Students are liable for apartment damages and will be billed for any damages at the end of the term. Transcripts may be withheld until payment for damage is received.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Waiver / Agreement

Full Name of Student: \_\_\_\_\_

Full Name of Student's Parent or Legal Guardian (if under 18 years of age): \_\_\_\_\_

This is a legally binding release made by participant and, if participant is under 18 years of age, by participant's parent or legal guardian. The term "Undersigned" is used in this agreement as pertaining to more than one person. If participant is at least 18 years of age, it refers only to participant. If participant is under 18 years of age, "Undersigned" refers to participant's parent or legal guardian.

## I. PROGRAM

Participant desires to take part in the following program. If participant is under 18 years of age, the Undersigned hereby grants permission for participant to take part in this program:

Name of Program: Study Abroad Italy (SAI)

Name of Host Institution: FUA / AISH / SQUOLA / SIS / JCU / ITALIAIDEA / MCAS / DA / NABA / UAL (circle school)

Dates of Program: \_\_\_\_\_

## II. WAIVER

This program involves studying at an SAI institution and may include living with a host family or in an apartment in the host city. Group excursions and social/cultural activities are routinely offered to participants. Some trips will be overnight and most will involve transportation on a bus and/or train. The Undersigned fully understands that there are certain dangers, hazards, and risks inherent in international travel, the group excursions, and in the activities included in the SAI program and have signed this document in full recognition and appreciation of the dangers of these activities, which dangers include, but are not limited to, physical injuries (minimal, serious, catastrophic) and/or property loss or damage. The Undersigned expressly acknowledge that the participant is not required to participate in this SAI program, but chooses to do so.

The Undersigned therefore agrees to assume and take on all responsibilities in any activities associated with the SAI institution's program. In consideration of, and in return for, the service, facilities and other assistance provided to participants by the SAI institution or the US office (and their governing boards, employees, and agents) we, along with any of our assignees, heirs, distributees, guardians, and legal representatives release SAI and its school institutions from any and all liability, claims and actions that may arise from injury, harm or death to the Undersigned and from loss or damage to the Undersigned's property in connection with these activities. The Undersigned understands that this release covers liability, claims and actions caused entirely or in part by any acts or failure to act by the SAI institution and/or SAI office, including but not limited to negligence, mistake, or failure to supervise by the SAI institution and/or SAI US office or any of their employees, agents, or contractors.

## III. CODE OF CONDUCT

I understand that every student attending a Study Abroad Italy (SAI) program is required to abide by all rules, regulations and procedures established by SAI and the host institution. As a representative of my home college or university, and of my native country, I am responsible for my conduct abroad. SAI encourages you to set goals for yourself in order to achieve the best academic, cultural and personal study abroad experience possible.

I understand that SAI reserves the right to dismiss a student from the program on the basis of conduct that causes concern for my safety and well-being, or the safety and well-being of others. The SAI Directors, along with the host school Dean, have the authority to make the final decision on a participant's dismissal from the program.

I understand that any information regarding behavior found to be disruptive or offensive to the SAI program may be released to my home institution's study abroad office.

Misconduct includes, but is not limited to:

- Violation of Italian laws
- Violation of host school or SAI housing rules and regulations
- Actions that, in the opinion of the school and/or SAI staff, jeopardize your welfare, the welfare of others or the welfare of the program
- Damage to, or destruction of, school, residence, or student property
- Reckless or dangerous behavior
- The use of threats or physical violence
- Excessive alcohol consumption, substance abuse or use of illegal drugs

I understand that SAI has a zero-tolerance policy regarding excessive alcohol consumption, substance abuse and illegal drugs. If, by any means, the SAI on-site staff become aware that I have engaged in excessive consumption of alcohol or use of illegal drugs, I will be immediately subject to eviction from SAI housing, and probation or expulsion from the program. I understand that SAI strongly encourages me to avoid situations in which excessive alcohol consumption and/or drug use is present.

## IV. TRANSCRIPT RELEASE/SECURITY DEPOSIT REFUND

Transcripts are released approximately 8 weeks after a term ends. SAI reserves the right to withhold a transcript in the case of unpaid balances due to SAI, its academic institutions or any SAI agent (including Student Cells and housing agencies). Security Deposits and any other monies held will be refunded in full within 60 days of the end of a term minus any apartment damages or unpaid balances due to SAI, its academic institutions or any agent, contractor or program partner. Transcripts will be released once all accounts are paid in full.

## V. CANCELLATION / WITHDRAWAL POLICY

Check-in day is considered the start of the term. The Confirmation Deposit is NOT REFUNDABLE. Further Program Fee liability is based on the date on which a formal cancellation request is received in writing. If a cancellation notice is received:

### - Italy Programs:

- 60 - 46 days prior to the start of a term the student is liable for 10% of the program cost.
- 45 - 31 days prior to the start of a term the student is liable for 20% of the program cost.
- 30 - 8 days prior to the start of a term the student is liable for 50% of the program cost.
- 7 days or less prior to the start of a term the student is liable for 100% of the full program cost.

### - London Programs:

- 60 - 46 days prior to the start of a term the student is liable for 10% of the program cost.
- 45 days or less prior to the start of a term the student is liable for 100% of the full program cost.

## VI. Housing Only Cancellation Policy: Italy and London Programs

In the case of a student deciding to cancel their housing request the following penalty will apply, based on the date of withdrawal:

- 60 days or less before the move in date student is liable for 100% of the housing cost.

Security Deposit and refunds will be paid within 60 days of term's end, providing all accounts are paid in full. Any monies owed to SAI, its academic institutions or any agent, contractor or program partner (including Student Cells and housing agencies), will be deducted from any monies owed to the student by SAI. Transcripts will be withheld until all accounts are paid in full.

SAI does not determine course offerings abroad nor is SAI responsible for course or program cancellations. The Host Schools reserve the right to cancel courses/programs up to four weeks prior to the start of the term should the minimum number of required students for a course or program not be met. If a course/program is canceled, students will be offered an alternate course/program. In certain circumstances SAI may be able to offer a "rain check" on your enrollment, allowing you to register for a future term. However neither SAI nor the Host Schools are responsible for ANY fees incurred due to program cancellation (including airfare charges). For this reason, SAI strongly recommends that students always select an ALTERNATE course/program and/or purchase travel and tuition insurance.

I give SAI permission to speak with my parent(s) regarding any financial matters that may arise related to my enrollment in SAI's Program.  YES  NO

With my signature, I give SAI permission to use my photo in SAI program images for web and print materials.

I am aware that this is a Release of Liability and a Contract between SAI and myself, and sign it of my own free will. I agree to terms set by SAI in this agreement.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent / Legal Guardian if Participant is under 18 years of age

\_\_\_\_\_  
Date

# Personal Statement

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**Tell us your reasons or thoughts about your decision to study abroad, and what you hope to accomplish during your time.** Essays are limited to a single page (this form can be used if you like) and typed is preferred. If using a separate page, this form must be signed and attached (if applicable) to your statement.

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Applicant's Signature

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Date

# Letter of Recommendation

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Evaluator: You have been chosen to write a letter of recommendation. The student is applying to study abroad with Study Abroad Italy and your evaluation is needed as part of the application process. Please make a statement describing the applicant's character, school and community involvement as well as evidence of the student's strengths and weaknesses, not to exceed one page in length. SAI is particularly interested in how you feel the student might adapt/excel while living /studying abroad. Please remember to attach this form to your letter.

**Please note: Only Professor/Instructor recommendations will be accepted. Family members, friends or acquaintances, school counselors, etc. are not eligible to write an evaluation.**

I am writing this evaluation on behalf of \_\_\_\_\_

Evaluator's name \_\_\_\_\_

Telephone number \_\_\_\_\_

Address \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

How long have you known the applicant \_\_\_\_\_

**Is this a confidential evaluation?**

**Yes**

**No**

If this is a confidential evaluation, please be sure to seal and sign the envelope and return it to the applicant so that it may be included along with the application packet. A confidential evaluation received with a broken seal will be returned to the evaluator along with a written explanation as to why it was not accepted.

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

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